

# ES&H manual

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## Environment, Safety, and Health

### Volume II

#### Part 10: Occupational Health

## Document 10.1 Occupational Medical Program



**Recommended for approval by the ES&H Working Group**

**Approved by:** Glenn L. Mara  
Deputy Director for Operations

**New document or new requirements**

**Approval date:** February 9, 2004

- ☐ New document  
☒ Major requirement change

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This work performed under the auspices of the U.S. Department of Energy by University of California Lawrence Livermore National Laboratory under Contract W-7405-ENG-48.

## 10.1

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\* Major revision

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## 10.1

### Occupational Medical Program

## 1.0 Introduction

This document describes the Laboratory's Occupational Medical Program and the various medical services available to Laboratory employees through the Health Services Department. Appendices A through C contain supporting material.

### 1.1 Purpose and Scope

An integral part of the Laboratory's Occupational Medical Program is to assist employees and supervisors in ensuring that workers are physically and psychologically capable of performing their assigned work duties and are protected from hazards that may result in adverse health effects. This program consists of services that assist in worker protection from occupational hazards, promote good health and a healthy working environment for workers, further the prevention and early detection of diseases, and treat work-related injuries or illnesses. The program also complies with Occupational Safety and Health Administration (OSHA) regulations, workers' compensation laws, and other contractual and statutory requirements. The services described in this document are provided under the oversight of the LLNL Medical Director.

Information about the services provided by the Health Services Department is also available at the following Internet address:

<http://www-r.llnl.gov/healthserv/>

NonLLNL and nonDOE employees [e.g., subcontract workers (including supplemental labor workers), contractors, consultants, students, and guests] are limited to the services listed below, except as otherwise provided by agreement or contract.

- Basic first aid and emergency care.
- Referrals to a personal health care provider.
- Medical approvals for respirator use, when recommended by supervisors.
- Medical examinations requiring DOE-designated physicians or psychologists [e.g., the Personnel Assurance Program (PAP), Personnel Security Assurance Program (PSAP), and exams for Security Police Officers (SPOs)].

- Special examinations requested by LLNL management.
- Health education and wellness services (e.g., blood pressure and body fat measurement).

The Health Services Department is the only authorized provider of medical services for the Laboratory, unless otherwise specified by an approved contract. Others may provide medical services as authorized by the Health Services Department or the University of California workers' compensation third-party administrator. The Health Services Department provides written and electronic information to supervisors and others with a need to know to allow for the safe and timely management of illness and injury in the workplace. More details can be found in Sections 9.6 and 12.2.

## **1.2 Patients' Rights**

The Health Services Department fully informs employees about any treatment or test performed under the direction of a Health Services Department clinician. Information provided to employees includes:

- The purpose and results of treatment and tests.
- The individuals and organizations with whom the results may be shared.

Employees may request that a copy of test results be forwarded to their personal health care provider. For more information on patients' rights and responsibilities, refer to Appendix A.

## **2.0 Medical Evaluations**

Medical evaluations are sometimes necessary to ensure that an employee meets specific physical, medical, and psychological requirements for a given position. This section describes the types of evaluations and other related services provided, including medical evaluations for new hires, for changes in job demands, for assignment to Site 300, and for medical certification and medical surveillance. All exams are conducted in compliance with California disability laws, including the Americans with Disabilities Act, which is summarized at the following Internet address:

<http://www.llnl.gov/healthserv/rtw/ADA.html>

New or transferring employees are required to have a preplacement medical evaluation for certain jobs according to the requirements identified by supervisors in the Job Demands Worksheet. The Job Demands Worksheet form is available online at the following Internet address:

[http://www-r.llnl.gov/eforms/pdf\\_forms/LL6406PO.pdf](http://www-r.llnl.gov/eforms/pdf_forms/LL6406PO.pdf)

Payroll supervisors shall ensure that workers meet any medical evaluation requirements specific to the position before beginning work. Work supervisors are responsible for verifying that such workers have received medical approval before commencing their regular job duties.

Supervisors should consider an employee's temporary and permanent restrictions prior to any change in job demands. Supervisors with any questions regarding the employee's ability to perform his or her job should contact the Health Services Department (ext. 3-0591) or their return-to-work manager.

## **2.1 New Hires**

Payroll supervisors are responsible for ensuring that new employees, before beginning their regular job duties, undergo any required evaluation to determine their physical and psychological capabilities in relation to the essential tasks of the prospective job. Payroll supervisors shall complete a Job Demands Worksheet, identifying the essential duties and specific requirements of the job and the frequency of each. The completed Job Demands Worksheet indicates whether a preplacement evaluation is required. If medical certification or surveillance is indicated on the Job Demands Worksheet, a preplacement evaluation is required and is to be completed before the individual assumes the regular duties of the new position. The Health Services Department shall notify the hiring department of the outcome, including any medical restrictions or recommended accommodations. If permanent or temporary medical restrictions are recommended, the hiring department determines whether reasonable accommodation is available.

## **2.2 Change in Job Demands**

For a formally posted job, the requirement for post-offer preplacement medical evaluation is determined according to the completed Job Demands Worksheet as for a new hire. When a required evaluation has been completed, the Health Services Department notifies the hiring department whether the employee has been medically approved.

For nonposted reassignments, a medical evaluation is required whenever a change in job assignment requires formal medical certification (e.g., PSAP, PAP, or a commercial driver's license) and is recommended when enrollment in medical surveillance programs is expected or new job demands are involved. A payroll supervisor may, at the time of a nonposted job reassignment, ask the Health Services Department to determine the need for an evaluation based on job-demands information. The Health Services Department then notifies the payroll supervisor whether the employee has been medically approved.

## 2.3 Site 300 Employees

All LLNL employees assigned to Site 300 shall be offered a skin test to assess their susceptibility to San Joaquin Valley fever (i.e., coccidioidomycosis). This test is subject to availability of the antigen. The test is currently unavailable and may remain unavailable beyond 2003.

All internal and external postings for Site 300 are to advise applicants of the risk of San Joaquin Valley fever. Current employees are encouraged to seek counseling at the Health Services Department about the disease. See Appendix B for details.

## 2.4 Medical Certification

Medical certification is the process of determining whether a worker is medically fit to perform certain assignments. Payroll supervisors are responsible for ensuring that workers requiring certification have been approved. Before a worker begins regular job duties, and at specified frequencies thereafter, the Health Services Department certifies, through examination, that the worker is medically fit to perform the assigned tasks. Payroll supervisors should refer to safety plans, the Livermore Training Records and Information Network (LTRAIN), or Integration Work Sheets (IWSs) for specific requirements. As appropriate, work supervisors shall communicate medical certification requirements to payroll supervisors, who then ensure that workers requiring the exam are certified. Supervisors can obtain information regarding employee approval status for current nonsensitive medical surveillance and certification categories by contacting the Medical Records Division of the Health Services Department (ext. 3-7964).

Medical certification is required for workers who:

- Participate in the Personnel Assurance Program or Personnel Security Assurance Program.
- Require a commercial driver's license.
- Operate mobile, cab, or pulpit cranes.
- Use respirators.
- Serve as armed security officers or firefighters.
- Are involved in highly enriched uranium (HEU) monitoring.

Medical certification may also be required for other workers, e.g., those who travel abroad (see Section 4.0 for details). More information about the requirements for medical certification can be obtained from the Health Services representative on the area Environment, Safety, and Health (ES&H) Team.



## 2.5 Medical Surveillance

Medical surveillance is the periodic monitoring of an employee's health. The Health Services Department conducts analyses to determine any health effects on groups of individuals who have similar exposures to physical, chemical, or biological agents. The Health Services Department also determines, in conjunction with the ES&H Team, the need for medical surveillance and communicates this information to the employee and his or her work supervisor. As appropriate, the work supervisor communicates any medical surveillance requirements to the payroll supervisor, who is then responsible for ensuring that medical surveillance is offered. New employees for whom medical surveillance is specified are required to undergo preplacement medical evaluation. Thereafter, employees are encouraged to participate in ongoing medical surveillance examinations. Because laws governing medical surveillance require only that medical surveillance examinations be offered to an employee, it is an employee's option to decline such ongoing exams. However, mandatory biological monitoring requirements apply in some cases (e.g., exposure to inorganic lead). Supervisors can obtain information regarding employee approval status for current nonsensitive medical surveillance and certification categories by contacting the Medical Records Division of the Health Services Department (ext. 3-7964).

An employee who has been occupationally exposed to inorganic lead, formaldehyde, benzene, cadmium, methylene chloride, or beryllium may, at any time, seek a second medical opinion at the expense of LLNL (i.e., the employee's payroll organization). The area ES&H Team clinician or industrial hygienist can provide specific requirements. The Health Services Department facilitates second opinions when requested.

For information about employees' medical certification and participation in medical surveillance, supervisors can access the Medical Roster, which is available at the following Internet address:

<http://www-r.llnl.gov/healthserv/services.html>

## 3.0 Musculoskeletal Injury Prevention and Ergonomics

Musculoskeletal injuries and illnesses are the most common injuries in the workplace. The Hazards Control Department provides industrial safety engineers and other professionals to conduct workplace evaluations. The Health Services Department's physical therapists and clinicians provide workplace evaluations to employees who experience symptoms or who have very complex workplace factors. For such cases, the Health Services Department's ergonomic staff works closely with the treating physician to provide workplace evaluations. In addition, the Health Services Department provides assistance in the development of work area programs to prevent such injuries.

For more information, see Document 19.1, "LLNL Ergonomics Program," in the *ES&H Manual*.

## 4.0 Foreign Travel Briefings and Immunizations

Traveling abroad may pose certain health and safety risks to employees. Therefore, employees planning work-related foreign travel should consult the Health Services Department as far in advance of departure as possible. (For example, at least 5–6 weeks is needed to assure the availability and effectiveness of vaccines.) The Health Services Department provides any necessary immunizations (e.g., diphtheria, tetanus, hepatitis B, polio, and yellow fever) and information about potential health concerns at the travel destination. Employees assigned to work overseas shall contact the Health Services Department, because some assignments (e.g., the HEU monitoring project) require medical certification.

More information about foreign travel can be found at the following Internet addresses:

[http://www-r.llnl.gov/es\\_and\\_h/foreign\\_travel/fttravel.html](http://www-r.llnl.gov/es_and_h/foreign_travel/fttravel.html)

<http://www-r.llnl.gov/healthserv/Services/forserv.html>

<http://www-r.llnl.gov/safe/travel.html>

## 5.0 Medical Approval for Respirator Use

Medical approval is an integral part of the Laboratory's respirator program. Individuals required to use a respirator for their work shall be medically approved through an annual medical review. For further information about the LLNL respiratory protection program, see Document 11.1, "Personal Protective Equipment," in the *ES&H Manual*. Additional information regarding the respirator approval process can be found at the following Internet address:

<http://www-r.llnl.gov/healthserv/Forms/respforms.html>

## 6.0 Workplace Health Evaluations

As members of the ES&H Teams serving LLNL programs, Health Services clinicians regularly visit work areas to observe general health-related conditions, to look for any possible hazards and potential health problems, and to assist with any problems. Information obtained from the visits is used to prepare for routine and emergency

medical care and to structure appropriate health education and counseling for employees at a worksite. Recommendations for medical surveillance and medical restrictions are based on the clinician's direct knowledge of the workplace, exposure levels, and other conditions as determined in collaboration with other appropriate health and safety disciplines.

## **7.0 Reproductive Health—Female and Male**

Proper protective measures should be instituted when planning a pregnancy or as early as possible in the first trimester. Therefore, any female employee who is planning a pregnancy, suspects a pregnancy, or is positively diagnosed as pregnant should contact the Health Services Department for an evaluation of her work environment. Such workplace evaluation helps to ensure that the employee is afforded additional protection against workplace hazards. Workplace evaluations and information about possible risks to male fertility also are available to men intending on starting a family. All medical discussions and information are considered confidential, with the exception of any resultant medical restrictions, which are communicated to the employee's supervisor(s).

## **8.0 Termination Review**

Employees who terminate employment with the Laboratory are required to complete an occupational medical review, which includes a questionnaire regarding work-related health issues. In addition, retirees are offered a termination physical examination commensurate with their occupational history at LLNL.

## **9.0 Managing Injuries and Illnesses**

The following steps are taken to ensure that an ill or injured employee receives proper care and that personnel, facilities, equipment, and the environment are protected:

- The work supervisor or other person familiar with the work and incident in question should accompany the ill or injured employee to the Health Services Department or (during off hours) to an offsite health care facility to provide the examining clinician with information about the workplace and the event. If the incident involves chemical or radiological exposure, an ES&H Team representative (i.e., an industrial hygienist, health physicist, or health and safety technician) should also accompany the worker or be otherwise available to provide exposure information.

- Whenever possible, a material safety data sheet (MSDS) or other pertinent exposure information should be sent with the employee or forwarded to the treating clinician. MSDSs not available at the site of an incident can be obtained by contacting the MSDS Hotline (ext. 4-4404). MSDSs are also available at the following Internet address:

<http://chemtrack.llnl.gov:1650livehtml/MSDS/MSDS1.html>

<http://chemtrack.llnl.gov:1650livehtml/MSDS/MSDS1.html>

- The ES&H Team shall provide advice to Health Services medical and facility staff about the proper engineering and administrative controls necessary to prevent harm to responding staff, the facility, and the environment.

## 9.1 Reporting Injuries and Seeking Assistance

Any Laboratory employee who is injured or becomes ill as a result of a job-related condition or accident shall report immediately to the Health Services Department and notify his or her work or payroll supervisor, directorate return-to-work manager, or Laboratory contact. Health Services clinicians diagnose the injury or illness and either provide treatment or ensure that the proper treatment is provided at an offsite facility.

If the Health Services Department places an employee on restricted duties, the employee, the employee's work and payroll supervisors (as identified by the employee), the Hazards Control Department, the LLNL risk manager, and the workers' compensation third-party administrator are provided either electronic notification of the medical restriction or a copy of the medical restriction documentation.

Employees who prefer to be treated by a personal physician (rather than by Health Services personnel) in the event of a work-related illness or injury may indicate this preference in advance by completing a Choice of Physician form, which is available at the following Internet address:

<http://www.llnl.gov/healthserv/rtw/desphy.pdf>

The work and payroll supervisors of an employee who becomes ill or injured are responsible for ensuring that the illness or injury is reported to the Health Services Department.

Specific information about reporting injuries and illnesses can be found in Document 4.5, "Incidents—Notification, Analysis, and Reporting," in the *ES&H Manual*.

## 9.2 Returning to Work after an Illness or Injury

**Work-related Injury or Illness.** Payroll supervisors are responsible for ensuring that the Health Services Department evaluates individuals returning to work after 1 or more lost workdays and issues a return-to-work clearance, either with or without medical restrictions. The Health Services Department provides support to employees, supervisors, directorate return-to-work managers, and directorates in managing disability and related issues.

**Non-work-related Injury and Illness.** Payroll supervisors are responsible for ensuring that the Health Services Department evaluates employees who have been out of work for 5 or more days or whose injury or illness required hospitalization or surgery. The Health Services Department can assist supervisors in helping employees return to work as soon as medically advisable. An employee who receives, from a personal physician, a medical restriction or limitations in assigned tasks shall immediately report to the Health Services Department for an evaluation.

Additional information about returning employees to work after an illness or injury can be found in Section 10.3.

## 9.3 Emergency Care and Notification

For all emergencies, dial 911 or (if calling from a cellular phone) 925-447-6880. During normal working hours (i.e., Monday through Friday, 8:00 a.m. to 4:45 p.m.), the Health Services Department provides emergency care (e.g., decontamination and treatment for radiological, biological, physical, or chemical agents) and follow-up treatment for ill or injured employees. The Health Services Department also notifies a family member or other responsible party if an employee needs to be transported to an offsite health care facility for emergency care (see Section 9.4 for additional information regarding transportation of ill or injured employees). Outside of normal working hours, the LLNL Fire Department provides transportation by ambulance to an offsite emergency facility and notifies the Laboratory emergency duty officer (LEDO).

## 9.4 Transportation of Ill or Injured Workers

**Serious Illness or Injury.** Anyone onsite who becomes seriously ill or injured during normal working hours shall dial 911 or (from a cellular phone) 925-447-6880 for assistance. A coworker in the immediate area should call if the worker is unable to do so.

Upon arrival at the scene, LLNL paramedics decide whether to transport the ill or injured worker to the Health Services Department or to an offsite health care facility. If the worker is taken to the Health Services Department, an evaluation is performed to determine if the worker should return to work, be evaluated further, or be sent home. If

the decision is to send an employee home, the Health Services Department arranges for an ambulance or LLNL Fire Department transportation. In the case of subcontract workers, the worker's employer arranges for transportation, as necessary.

**Minor Illness or Injury.** Employees who experience a minor occupational illness or injury during normal working hours shall report to the Health Services Department for medical attention if they have not predesignated a personal physician. If transportation is required, the work supervisor is responsible for seeing that the necessary arrangements are made.

In some cases, an employee with a non-work-related illness or injury may be incapable of driving and may need transportation to an offsite physician or to his or her residence. In such cases, the employee's work supervisor is responsible for making the necessary arrangements. During normal working hours, the Health Services Department makes arrangements if the employee's work supervisor is not available. During off hours, the work supervisor is responsible for making the necessary arrangements. The Fire Department is available for emergencies only.

**Transportation Options for Minor Illness and Injury.** The work supervisor can select one of the following options if the employee is unable to drive:

- Contact a family member to drive the employee home.
- Drive the employee to the requested destination in a government vehicle or designate another employee to do so.
- Drive the employee in a private vehicle (i.e., the work supervisor's or the ill or injured employee's vehicle).
- Contact the Health Services Department to arrange for a commercial taxi or, if available, Fire Department transportation. Fees for this service are charged to the organization for which the employee was working at the time the injury or illness occurred.

**Insurance Considerations.** The time spent transporting an ill or injured employee to a health care facility or the employee's home is considered within the course and scope of Laboratory employment. Therefore, an employee should receive authorization from his or her work supervisor to do so. Potential liability issues (e.g., for the actions taken by an assisting employee) are addressed through the LLNL Self-insurance Program, with the following limitations:

- Any employee who uses his or her private (i.e., nongovernment) vehicle to transport an injured or ill employee is reimbursed for mileage. The reimbursement rate includes a component for private vehicle insurance.

- In the event of an accident, the private vehicle insurance is primary in responding to a potential claim. The LLNL Self-insurance Program is secondary in the event that the limits of the primary policy are exceeded.

Questions regarding insurance coverage should be directed to the Laboratory risk manager.

## **9.5 Physical Therapy**

The Health Services Department provides onsite physical therapy to Laboratory employees with work-related injuries or illnesses.

## **9.6 Medical Restrictions**

Only the Health Services Department issues medical restrictions to LLNL employees. An employee's personal physician or other health care provider may recommend a specific medical restriction; however, the employee is still required to report to the Health Services Department for an evaluation and issuance of a medical restriction. The injured or ill employee is responsible for adhering to the requirements of the medical restriction in all job-related activities. The work supervisor is responsible for ensuring that the employee complies with a medical restriction and shall not assign any work that is contrary to the restriction.

Restrictions are issued when a physical or mental condition could cause an employee to perform work in a way that could result in injury to himself or herself or to others. Temporary medical restrictions are generally issued to injured or ill workers to facilitate convalescence and rehabilitation. Permanent restrictions are issued whenever the work assignment could further aggravate an existing condition or produce disability or death.

The Health Services Department provides electronic and written information to employees, their payroll and work supervisors (if applicable), the Hazards Control Department, the Office of Risk Management, the return-to-work manager, and others with a need to know. Electronic communication of medical restrictions assists supervisors in the timely management of illness and injury in the workplace. Medical restrictions identify only the restricted activity – not medically confidential information – but shall still be managed on a need-to-know basis and labeled “administrative information for limited distribution.”

## **9.7 Parking Permits**

The Laboratory recognizes parking permits issued by the State of California or the Health Services Department. The Health Services Department issues parking placards

for up to 3 months to individuals whose medical conditions temporarily limit their physical activity. Health Services-issued parking placards are valid only on Laboratory property and shall be displayed on a vehicle's windshield. Individuals requiring an extension of accommodations beyond 3 months shall return to the Health Services Department for a medical reevaluation and a new placard.

The maximum period of time an employee may have a temporary parking placard for a given medical condition is 180 days (i.e., 6 months). Employees who require parking accommodations beyond this time limit shall obtain a California Department of Motor Vehicles placard.

### **9.8 Emergency Planning Participation**

The Health Services Department assists programs with developing Medical Emergency Response Plans and self-help programs with establishing first aid teams. Department personnel also work closely with medical personnel in Alameda County through its countywide Emergency Management Services (EMS) Plan. Detailed information about the EMS Plan can be found in Volume I of the *LLNL Emergency Plan* (UCRL-MA-113311).

## **10.0 Maintaining Employee Health**

This section contains information about other health-related programs, resources, and policies.

### **10.1 Employee Assistance Program**

The Employee Assistance Program (EAP) provides assistance to employees with personal and organizational issues, e.g., work problems, substance abuse, family conflict, grieving the loss of a family member or friend, and crisis intervention. The EAP also provides employees and their families with short-term counseling, referrals, and consultation.

The following services and programs are available through the EAP:

- Onsite mental health services.

These services are available during normal working hours and include both voluntary referral (i.e., self-referral) and management referral (see Section 11.3).

- Alcohol and Substance Abuse Prevention (ASAP) Program.

The primary goal of the ASAP Program is to promote a drug-free workplace. The program includes presentations on current issues about drugs and



alcohol; a library with resources such as videotapes, books, and pamphlets on drugs and alcohol; and information about offsite alcohol and substance abuse rehabilitation services.

- Management consultation.

EAP staff members are available to managers and supervisors for consultation and conflict resolution on issues involving employee safety and productivity. In addition, the EAP manager is responsible for coordinating the psychological screening of emergency personnel (i.e., firefighters and Protective Force officers).

- Offsite 24-hour mental health services.

An external 24-hour toll-free help line (1-800-344-4222) is available for confidential crisis intervention and counseling for employees and family members. Up to five free office visits are also available. For additional information, refer to the following Internet address:

<http://www-r.llnl.gov/healthserv/Services/eap.html>

## **10.2 Health Education Programs**

To promote and maintain physical and mental health, the Health Services Department offers health education and healthy lifestyle intervention programs. The programs are cost-effective, essential components of a comprehensive health and safety program that promotes a total life, health, and safety philosophy. Included are services to assist employees with personal health risk assessment, smoking cessation, cardiovascular fitness, and healthy eating. More detailed information about these services, including other resources available, can be found at the following Internet address:

<http://www-r.llnl.gov/healthserv/>

## **10.3 Return-to-Work Program**

The intent of the Return-to-Work Program is to return employees to work quickly and safely after injury or illness and to improve LLNL's capability of identifying and appropriately managing temporary and permanent disabilities. The program covers both work- and non-work-related illness or injury resulting in medical restrictions or lost work time. For detailed information on the program procedures, refer to the following Internet address:

<http://www.llnl.gov/healthserv/rtw/>

### 10.3.1 Temporary Disability Cases

The following cases are managed under the Return-to-Work Program:

- All OSHA and workers' compensation cases involving lost work time.
- All OSHA and workers' compensation cases with temporary medical restrictions (see definition below).
- Non-work-related cases with temporary medical restrictions.
- Non-work-related lost work time cases identified by the Health Services Department, managers, return-to-work managers, or self-identified temporarily disabled employees.

#### **Temporary Accommodation of Work-related Injuries or Illnesses (OSHA or Workers' Compensation)**

Directorates shall provide temporary work assignments of up to 90 calendar days per calendar year for employees with temporary medical restrictions caused by work-related injury or illness. Injuries or illnesses previously accommodated will be excluded from any requirement for future accommodations. Directorates may find an alternate paid assignment in their directorate or in another directorate for the employee. If unable to find an assignment for the employee, the directorate may place the employee in another area of the Laboratory for up to 90 days, and the employee's directorate shall pay the salary costs. If no accommodation can be found in any directorate, then the employee is to be sent home, and the directorate is to pay salary expenses for the first 90 days.

Directorate management shall notify employees in writing of any temporary accommodation and the duration of the accommodation. The communication shall clearly state that the accommodation is temporary in nature.

#### **Temporary Accommodation of Non-work-related Injuries or Illness**

Directorates shall make best efforts to find work for employees with non-work-related temporary medical restrictions for up to 90 days. Organizations are not responsible for the employee's salary if no reasonable assignment can be found. Permanent medical restrictions for non-work related conditions are managed according to the same procedures for permanent work-related conditions. Specific information about use of sick leave and vacation for work-incurred injury or illness can be found in Section G of the *LLNL Personnel Policies & Procedures Manual*, which is available at the following Internet address:

[http://www-hr.llnl.gov/PDF/hr\\_admin/hr\\_admin\\_pppm.ssi](http://www-hr.llnl.gov/PDF/hr_admin/hr_admin_pppm.ssi)

### **Extension of Temporary Accommodations Beyond 90 Days**

Directorate managers may decide to continue the temporary accommodation beyond 90 days only after consultation with the Disability Management Team. Extensions are reviewed periodically but are not to exceed a total of an additional 90 days. Directorates are encouraged to provide such extensions when necessary with the approval of the Disability Management Team.

### **Exceptions to the 90-day Temporary Accommodation Requirement**

The Disability Management Team is responsible for determining when directorates may be granted an exception from the 90-day accommodation requirement.

#### **10.3.2 Permanent Disability Cases**

When permanent restrictions are issued, the return-to-work manager immediately consults with the Disability Management Team and the Staff Relations Division regarding further action, such as reasonable accommodation, vocational rehabilitation, or medical separation. Permanent disability cases are managed in accordance with Section M (Rehabilitation Services) of the *LLNL Personnel Policies & Procedures Manual*.

The decision whether to accommodate a permanent medical restriction includes review of all applicable Laboratory policies and state and federal statutes. The employee's organization decides whether it can provide permanent accommodation to the restricted employee.

#### **10.3.3 Return-to-Work Managers**

Each directorate shall appoint a return-to-work manager as the central contact for implementing the Return-to-Work Program in the organization. The return-to-work manager works closely with payroll managers and supervisors from his or her own organization and interfaces with return-to-work managers and supervisors from other directorates as necessary.

#### **10.3.4 Disability Management Team**

The Disability Management Team, as the coordinating body for the Return-to-Work Program, reviews cases and facilitates cross-department services and activities in a timely and effective manner. The Disability Management Team consists of representatives from the following organizations:

- Health Services Department.
- Human Resources Department (Staff Relations Division, Office of Risk Management, and the Benefits Division).

- LLNL's workers' compensation third-party administrator.
- Hazards Control Department.

#### **10.4 Health Library**

In the lobby of B663, the Health Services Department maintains an extensive medical reference library that contains information on a variety of topics and onsite and offsite resources. Employees are free to make copies of anything of interest but may not check out or otherwise remove the materials. Brochures, programs, and other materials regarding personal health topics are available by calling ext. 3-7964 or visiting the Health Services Department's website at:

<http://www-r.llnl.gov/healthserv/personal.html>

#### **10.5 Smoke-free Policy**

No smoking is permitted in any Laboratory building (including leased facilities), trailer, cafeteria, cafeteria patio designated as a nonsmoking area, government vehicle, or taxi. Details can be found in Appendix C.

#### **10.6 Nursing Mothers Program**

The Health Services Department helps mothers make a smooth transition back to work after childbirth. Health Services assists such mothers by providing breast pumps that can be used in a private, quiet setting in the Health Services facility. The Health Services Department also has videotapes, audio cassettes, and literature concerning related topics and can provide the names of community resources for questions beyond the scope of the Nursing Mothers Program. More information about the program can be found at the following Internet address:

<http://www-r.llnl.gov/healthserv/Services/lactate.html>

#### **10.7 Melanoma Screening**

Malignant melanoma is a form of cancer that affects the skin cells that produce melanin, a pigment that protects the skin from damage caused by the sun's ultraviolet radiation. When caught in the early stages, the disease has very low mortality (i.e., death rate). Because later stages of the disease may require extensive treatment and are associated with higher mortality, early diagnosis and treatment are important.

LLNL began a melanoma awareness program in 1984. The program, currently called the Mole Patrol, encourages all employees to examine their moles and report their findings to the Health Services Department. A dermatologist is available on a limited basis to examine employees and perform biopsies (if necessary), which are reviewed at the UCSF Melanoma Clinic. The results of all examinations and biopsies are pooled and examined to monitor melanoma in the LLNL population.

## **10.8 Other Services**

The Health Services Department provides the following additional services to Laboratory employees [an asterisk (\*) indicates that a pass-through fee may be charged for the service]:

- Diagnosis and treatment of acute, short-term, non-work-related health problems.
- Allergy injections.
- Cholesterol screening.\*
- Screening for breast, testicular, and colon cancers.
- Flu immunizations.\*
- Prostate-specific antigen testing.\*
- Body fat testing.
- Clinical lab tests specified in a physician's order.\*
- Other services, such as injection of certain physician-ordered medications (e.g., infertility medications).

## **11.0 Resources for Supervisors**

This section describes resources available to supervisors.

### **11.1 Return-to-Work Program**

The Laboratory's Return-to-Work Program provides a system for returning employees to work as soon as possible after an injury or illness and for improving LLNL's capability of identifying and appropriately managing temporary and permanent disabilities. The program covers both work- and non-work-related illnesses and injuries that result in work restrictions or lost work time. The objectives of the program are to:

- Support employees in their recovery from injury or illness by providing temporary, modified, or alternate assignments.

- Minimize the duration of absence, as well as the resulting impact to both the employee and the organization, due to work- or non-work-related injuries and illnesses.
- Reduce workers' compensation and related overhead disability costs.
- Identify and effectively manage potential long-term or permanent disability cases.

More information about the Laboratory's Return-to-Work Program can be found in Section 10.3 and at the following Internet address:

<http://www.llnl.gov/healthserv/rtw/>

## **11.2 Workers' Compensation Program**

The Office of Risk Management manages the Laboratory's Workers' Compensation Program. The University of California contracts with a third-party administrator to administer LLNL's workers' compensation claims. Contact the Office of Risk Management for more information.

## **11.3 Fitness for Duty**

Employee fitness for duty is important for the maintenance of a safe work environment and for the successful accomplishment of the Laboratory's mission. Employees who are medically or psychologically unfit for duty jeopardize the safety of themselves and others and negatively impact accomplishment of work. Therefore, payroll supervisors are responsible for ensuring that the appropriate action (e.g., medical evaluation) is taken whenever there is cause to believe an employee's demonstrated judgment or performance has deteriorated or otherwise seems to be impaired. Evaluations for fitness for duty are not considered emergencies and are conducted on a scheduled basis. Supervisors should consult the Health Services Department regarding any worker with a medical issue that calls the worker's fitness for duty into question. In the cases of possible substance abuse or workplace violence, refer to Sections 11.4 and 11.5, respectively.

Specific information about employee performance can be found in Section E of the *LLNL Personnel Policies & Procedures Manual*, which is available at the following Internet address:

[http://www-hr.llnl.gov/PDF/hr\\_admin/hr\\_admin\\_pppm.ssi](http://www-hr.llnl.gov/PDF/hr_admin/hr_admin_pppm.ssi)

## **11.4 Substance Testing for Cause**

Work supervisors are responsible for escorting an employee to the Health Services Department as soon as possible in any of the following situations:

- Behavior that may pose an immediate threat to the health and safety of the employee or other employees is observed, and there is cause to believe that substance abuse is a factor.
- The use or possession of illegal controlled substances or unauthorized use or possession of alcohol has been observed in the workplace.
- A work-related accident or incident occurs, and there is cause to believe that the use of controlled substances or alcohol may have been a contributing factor.

More details on testing for cause can be found in Section E of the *LLNL Personnel Policies & Procedures Manual*.

## **11.5 Workplace Violence Intervention**

The Laboratory's Crisis Assessment Team intervenes when a worker exhibits threatening or potentially violent behavior. A worker who observes any inappropriate behavior exhibited by another worker should immediately call the Health Services Department's Employee Assistance Program (ext. 3-6609), the Safeguards & Security Department's Office of Investigative Services (ext. 3-3688), or the Human Resources Department's Staff Relations Division (ext. 2-9501). In addition, the worker's supervisor should be immediately notified.

# **12.0 Medical Records and Electronic Information**

## **12.1 Medical Records**

The Health Services Department maintains medical records for all workers—from their first visit to termination of employment and for 75 years thereafter. The records contain medically confidential information and are only released according to prescribed law. Workers (or their designees) may submit a written request to the Health Services Department (L-723) to obtain copies of their medical records.

## **12.2 Written and Electronic Information**

The Health Services Department provides written and electronic communication of an employee's initial work-related injury or illness report and work- or non-work-related medical restrictions to the payroll or work supervisor (as applicable), the Hazards

Control Department, the Office of Risk Management, the return-to-work manager in the employee's payroll organization, and others with a need to know in accordance with state and federal laws and Laboratory policy.

Electronic communication is necessary to allow for the timely management of injuries and illnesses that occur in the workplace and includes important information (e.g., name, date, the injured individual's description of injury, and any medical restrictions) that allows supervisors and others to manage the injury or illness properly. Electronic communication does not include medically confidential information (e.g., diagnosis, medical or psychological assessment, and treatment) but shall be managed on a need-to-know basis and labeled "Administrative Information for Limited Distribution."

## **13.0 Responsibilities**

The responsibilities of Laboratory workers and organizations with regard to work-related and non-work-related health issues are listed under each title.

### **13.1 Managers**

Managers at all organizational levels are responsible for implementing occupational medicine policies. In addition, managers in an authorizing organization shall ensure that:

- Preplacement, medical surveillance, and certification requirements are considered when conducting hazard or risk assessments and root-cause analyses.
- Programs are in place to evaluate the workplace for proper implementation of the Occupational Medical Program requirements.
- If a facility or equipment of the Health Services Department becomes contaminated while providing care to an employee, the authorizing organization is responsible for all costs incurred to return the facility or equipment to its original state.

### **13.2 Payroll Supervisors**

The responsibilities of payroll supervisors are to:

- Communicate all necessary employee and workplace information (e.g., Job Demands Worksheet, hazard analysis, and monitoring results) to the Health Services Department.



- Ensure, in consultation with the Health Services Department, that individuals are physically capable of performing the work.
- Ensure that employees are medically certified and participate in medical surveillance, as necessary. (In the context of medical surveillance, “participate” is defined as participating in required preplacement examinations and then officially accepting or declining an offer of enrollment in medical surveillance.)
- Report all work-related injuries and illnesses to the Health Services Department.
- Return employees to work as soon as possible in compliance with the Laboratory’s Return-to-Work Program, described in Section 10.3.
- Ensure that employees report to the Health Services Department for a return-to-work clearance for
  - Work-related injury or illness involving 1 or more lost workdays.
  - Non-work-related injury or illness of 5 or more consecutive days.
  - Non-work-related injury or illness requiring hospitalization or surgery.
- Ensure compliance with all recommended medical restrictions.
- Communicate medical restrictions to work supervisors.
- Ensure that employees who are issued medical restriction by a personal physician report to the Health Services Department for an evaluation.
- Ensure that employees receive appropriate fitness-for-duty examinations.

### 13.3 Work Supervisors

Work supervisors are responsible for all items listed in Section 13.2, except for the first two, which do not apply when an employee reports to a different payroll supervisor. Work supervisors are encouraged to accompany an occupationally exposed or injured employee to the Health Services Department or (during off hours) to an offsite emergency room to provide the examining clinician with information about the workplace and the event or exposure.

Work supervisors are also responsible for:

- Assuring that substance testing for cause is conducted when necessary.
- Compliance with medical restrictions as informed by the payroll supervisor.
- Arranging for transport of injured workers.
- Assuring that workers are medically qualified as required.

### 13.4 Employees

Employees shall:

- Participate in all required medical certification and surveillance programs.
- Report all work-related injuries and illnesses, whether occurring onsite or offsite, to the Health Services Department.
- Promptly report all work-related injuries and illnesses to their work supervisor and payroll supervisor.
- Comply with LLNL medical restrictions.
- Report to the Health Services Department for a return-to-work clearance for a
  - Work-related injury or illness involving 1 or more lost workdays.
  - Non-work-related injury or illness lasting 5 or more consecutive days or requiring hospitalization or surgery.
- Report, to the work supervisor, any unexpected changes in their physical condition that may have an impact on assigned duties.
- Report to the Health Services Department for an evaluation upon being issued a medical restriction by a personal physician.
- Keep their payroll supervisor and work supervisor apprised of their work status and of their anticipated return-to-work date.
- Cooperate with members of the Disability Management Team in efforts to facilitate return to work.
- Provide Health Services clinicians with accurate and pertinent information about their health, medical history, occupational history, and medications.
- Notify Health Services clinicians if they do not understand their medical evaluation or what is expected of them.

### 13.5 ES&H Teams

ES&H Teams shall:

- Assist work supervisors with workplace hazard analyses.
- Provide recommendations to LLNL work supervisors and to the Health Services Department regarding medical evaluations, certification, and surveillance.
- Provide work supervisors with technical information on the management of health hazards.

- Provide the Health Services Department with written worker exposure assessments of chemical, physical, and biological agents and ergonomic stressors, as well as periodic resurveys and exposure monitoring, as appropriate.
- Coordinate employee health and workplace safety with cognizant occupational medical, environmental, industrial hygiene, health physics, industrial safety, and work planning professionals.
- In an emergency exposure event:
  - Provide the examining clinician with information about the workplace and the event or exposure or with other technical support.
  - Provide Health Services medical and facility staff with advice regarding the use of engineering or administrative controls or personal protective equipment necessary to prevent harm to responding staff, the facility, and the environment.

### **13.6 Medical Director**

The Medical Director shall:

- Provide input on issues that may have an impact on the health of Laboratory workers.
- Ensure that ongoing monitoring and peer review of medical services and mechanisms are in place for quality improvement.
- Communicate summary results of health evaluations to management and the Hazards Control Department to protect worker health, as needed.
- Develop the medical portion of the *LLNL Emergency Plan*.
- Serve as the LLNL point of contact for epidemiological studies (e.g., health studies of present and former workers) and as a resource to the community for health concerns.
- Set Laboratory requirements for medical services and determine the need for surveillance and certification programs.
- Provide Medical Review Officer services.

## **14.0 Work Smart Standards**

10 CFR 707, "Workplace Substance Abuse Programs at DOE Sites."

10 CFR 710, Subpart B, "Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material."

10 CFR 711, "Personal Assurance Program."

10 CFR 850, "Chronic Beryllium Disease Prevention Program."

10 CFR 1046, "Physical Protection of Security Interests," Subpart B, "Medical and Physical Fitness Qualification Standards."

21 CFR 1308, "Schedules of Controlled Substances"

29 CFR 1910, "Occupational Safety and Health Standards." [Only those standards having a medical certification or surveillance requirement apply.]

29 CFR 1926, "Safety and Health Regulation for Construction." [Only those standards having is medical certification or surveillance requirement apply.]

49 CFR 382, "Controlled Substances and Alcohol Use and Testing."

DOE O 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees," Attachment 2, "Contractor Requirement Document," Sections 1-11, 13-18 (delete item 18.a), 19 (delete item 19.d.3) and 22.

Occupational Medical Standard for Medical Evaluation of Employees, Lawrence Livermore National Laboratory, Livermore, CA, UCRL-AR-129189 (March 1999).

<http://www-r.llnl.gov/tid/lof/documents/pdf/235254.pdf>

## 15.0 Other Required Standards

5 USC 552a, "The Privacy Act of 1974."

42 USC 12101, "Americans with Disabilities Act."

49 CFR 40, "Procedures for Transportation Workplace Drug Testing Programs."

California Civil Code 56.06, "Confidentiality of Medical Information Act."

California Government Code Sections 12900-12996, "California Fair Employment and Housing Act" (as amended by AB 2222).

California Government Code Sections 19994.30-19994.35, "Smoking in State Buildings," (as amended by AB 846).

California Health and Safety Code, Sections 123100-123148, "Patient Access to Health Records."

California Insurance Code, Sections 1063.1-11753.1.

California Labor Code, Sections 138.7-6718.

## 16.0 Resources for More Information

More information about the services described in this document can be found in the following:

- Health Services Department: Your Health Is Our Primary Concern (UCRL-AR-128405).
- Health Services Department home page:

<http://www-r.llnl.gov/healthserv/>

- Respirator Forms and Information website:

<http://www-r.llnl.gov/healthserv/Forms/respforms.html>

## **Appendix A**

### **Patients' Rights**

The Health Services Department recognizes the basic human rights of patients and ensures that each patient subject to a medical evaluation or test knows his or her rights. These rights of patients include the right to:

- Know the purpose, scope, and results of medical evaluations or tests.
- Know that medical records are confidential, unless workers authorize the release of information. (Release or reporting of certain information is mandated by law.)
- Know how to gain access to information in their medical records.
- Give or withhold consent for all medical procedures.
- Know what type of information is to be conveyed to LLNL management as a result of medical evaluations.
- Know that they shall be referred for medical follow-up when indicated.
- Express any dissatisfaction regarding their health evaluation or health care and expect a prompt response to their concern.
- Refuse treatment while, at the same time, knowing that they are responsible for any medical consequences of such action.
- Have the opportunity, to the extent possible, to participate in decisions involving their health care.

## **Appendix B**

### **San Joaquin Valley Fever – Site 300**

#### **B.1 General Information**

Employees assigned to work at Site 300 are informed of the possibility of exposure to the organism that causes San Joaquin Valley fever (coccidioidomycosis). San Joaquin Valley fever is a respiratory infection endemic throughout the San Joaquin Valley and other areas of California, Arizona, and New Mexico. Certain groups (i.e., African Americans, Asians, Filipinos, Hispanics, immunosuppressed persons, pregnant women, and unborn children) are at risk for developing the disseminated form of San Joaquin Valley fever; i.e., the organism may spread beyond the lungs if an individual at risk becomes ill with San Joaquin Valley fever. The risks associated with this endemic hazard are discussed in the required Site 300 training. The Health Services Department is available to provide counseling for individuals about the disease.

Subcontractors and other nonLLNL organizations providing workers at Site 300 are notified of potential San Joaquin Valley fever hazards in the workplace. Employees, consultants, or other individuals who visit Site 300 briefly are not informed on an individual basis of the possibility of exposure to San Joaquin Valley fever. However, the safety training required for unescorted Site 300 entrance discusses the hazards of San Joaquin Valley fever. In addition, signs stating the risks of exposure are placed at or near all entrances to Site 300, and information is available at the site's medical facility.

A skin test can be administered to determine immunity to San Joaquin Valley fever. The test is subject to availability of the antigen. The test is currently unavailable and may remain unavailable beyond 2003.

#### **B.2 Accepting or Rejecting Work at Site 300 When the Test Is Unavailable**

This section specifies the process to follow when the San Joaquin Valley fever skin test is unavailable. All internal and external postings for positions at Site 300 are to advise applicants of the hazard. Current employees are encouraged to seek counseling at the Health Services Department about the disease.

##### **B.2.1 LLNL Employees**

A high-risk transferee is strongly encouraged to seek counseling at the Health Services Department before beginning a Site 300 assignment. Existing Site 300 employees who are in a high-risk category, as determined by the Health Services Department, may either request reassignment to a non-Site 300 position, with similar pay and benefits, or

continue to work at Site 300. If a high-risk Site 300 employee chooses to be placed in an alternative assignment, LLNL management, working with the Health Services and Human Resources Departments, makes a concerted effort to assist the employee.

### **B.2.2 External Applicants for Site 300 Employment**

Applicants for Site 300 employment shall be informed by the job posting of the risk of San Joaquin Valley fever. Successful applicants may accept the Site 300 assignment or have the employment offer withdrawn and apply for another position through the LLNL employment process.

### **B.3 Notification to NonUC Personnel**

All subcontractors and other nonLLNL organizations providing workers at Site 300 shall be notified of potential San Joaquin Valley fever hazards in the workplace. Employees, consultants, or visitors who visit Site 300 briefly are not informed on an individual basis of the possibility of exposure to San Joaquin Valley fever. However, the safety video required for unescorted Site 300 entrance discusses the hazards of San Joaquin Valley fever. In addition, signs stating the risk of exposure are placed at or near all entrances to Site 300, and information is available at the site's medical facility.

### **B.4 Notification to Subcontractor Employees Not Under Service Contracts**

Bid requests and contracts for work or service to be provided at Site 300 are to include a "hold harmless" clause alerting all prospective subcontractors and each selected subcontractor to the possibility of subcontractor employees being exposed to San Joaquin Valley fever. LLNL recommends that subcontractors and other nonLLNL organizations use a medical screening program similar to LLNL's.

### **B.5 Responsibilities**

#### **B.5.1 Payroll Supervisors**

Payroll supervisors shall follow the procedures outlined in this appendix before assigning workers (i.e., LLNL employees and prospective LLNL employees) to Site 300. The procedures apply whether an individual works on a short-term or indefinite-term basis. All internal and external postings and offer letters for Site 300 are to advise applicants of the hazard. Current employees are encouraged to seek counseling at the Health Services Department about the disease.



## **B.5.2 Health Services Department**

The Health Services Department:

- Counsels employees who are susceptible to the disease about their increased risk.
- Informs each employee tested of the results and provides each employee with the following (applicable only when the test is available).
  - Medical interpretation of the test, as well as information about the risk of developing the disease in the future.
  - A brochure about San Joaquin Valley fever.

## **Appendix C**

### **Smoke-Free Policy**

#### **C.1 General Information**

The Surgeon General of the United States has determined that smoking is the leading preventable cause of illness and premature death in the United States. Furthermore, research indicates that nonsmokers who are regularly exposed to passive (i.e., secondhand) tobacco smoke also are at increased risk of illness. In addition, California law (AB846) prohibits smoking within 20 feet of a main exit, entrance, or operable window.

In light of this information, LLNL has revised its Lab-wide smoke-free policy. No smoking is permitted in any Laboratory building (including leased facilities), trailer, cafeteria, cafeteria patio designated as a nonsmoking area, taxi, or government vehicle. Smoking is permitted, however, in outdoor areas not posted to the contrary, as long as it is done at least 20 feet from a main exit, entrance, operable window, or air intake device. Smokers are requested to take any other measures necessary to ensure that their smoke does not enter buildings. This policy applies to the Livermore site and Site 300. The LLNL manager at the Nevada Test Site (NTS) may adopt this policy or observe the current NTS smoking policy.

#### **C.2 Responsibilities**

All LLNL employees, subcontract workers, and visitors (e.g., students, participating guests, and vendors) shall observe the Laboratory's smoke-free policy. All supervisors and management personnel are responsible for enforcing this policy in their work areas and handling problems through the existing administrative structure.

#### **C.3 Guidance for Establishing No-smoking Zones Outside of Buildings**

No-smoking zones are created to ensure that smoke from outdoor sources cannot enter buildings (and result in smoke exposures inside) or lead to discomfort to workers outdoors. No-smoking zones are any areas that are:

- Within 20 ft of any building HVAC (Heating, Ventilation, Air Conditioning) inlet.

**OR**

- Within 20 ft of any commonly used building door. (This definition normally excludes emergency exits that are locked to the outside for security reasons.)

**OR**

- Within 25 ft of any outdoor bench, table, or place that, when occupied, is occupied by nonsmokers.

The 20-ft distance criterion can be increased by facility points of contact or facility managers based on their experience (e.g., whether complaints are received from nonsmokers when smoking is allowed at the 20-foot distance).